

1125 15TH STREET, LLC

MEMORANDUM

To: Tenants at 1125 15th Street, NW

From: Kerianne M. Brown
Property Manager

Re: Service Calls / Requests

Date: Monday, May 31, 2004

We request that **all** service calls and requests be reported directly to our main office at servicerequest@scherman.net or (202) 296-8366. This helps all of our departments to keep track of every service call. It also allows us the ability to properly respond to your calls and/or emergencies quickly and effectively. Following this procedure improves your overall service.

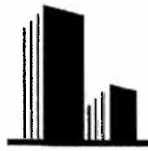
When calling to request service, please provide the following information:

- 1.) The building in which you are a tenant
- 2.) Your Company
- 3.) Your floor, suite and **room number**
- 4.) The name and phone number of the occupant originally making the request (ie – the person located in the room of the service request)

We will respond to routine service calls within twenty-four (24) hours. Emergency calls are responded to as soon as possible, with a maximum response time of no more than an hour, depending upon the time of day or night. Emergencies are defined as problems that render the offices unworkable, such as complete power outages or burst pipes.

If you feel your service is not satisfactory, please report this to me directly for immediate action.

Thank you for your cooperation and attention to this matter. If you should have any questions please feel free to contact me at (202) 296-8366.



S.C. HERMAN & ASSOCIATES, INC.

MEMORANDUM

TO: All 1125 15th Street Tenants

FROM: Kerianne M. Brown
Property Manager

DATE: May 31, 2004

SUBJECT: Keycard Requests

Our building has a keycard system to allow tenants in the building after hours. A refundable security deposit is charged per keycard. This deposit will be refunded upon return of the keycard unless the keycard is lost or damaged beyond repair.

It is very important to keep our records up to date with the current names and pin numbers assigned to each keycard. The following procedure must be followed.

All requests must be in writing. Email us at servicerequest@scherman.net with the following information:

1. What you are requesting (i.e., new keycard, deactivate, etc.)
2. Individual's name
3. Four digit pin number (we *recommend* the last four digits of their social security number)
4. Company name
5. Building address
6. What access the individual needs

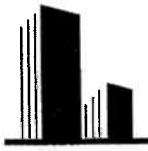
REAL ESTATE DEVELOPMENT / MANAGEMENT

1120 Vermont Avenue, N.W.
Suite 900
Washington, D.C. 20005
Telephone: (202) 296-8366

7. Method of payment (i.e., cash or check upon pickup, to be billed, etc.) Please make your checks payable to 1125 15th Street, LLC.
8. Keycard number if you are assigning a keycard in your possession to a new employee.

If you should not have your keycard with you but you need to get into the building, there is a phone on the right of the revolving doors. This phone dials the security company. They will ask for your name and pin number before they will let you in. If you do not have that information, they will not let you in.

If you should have any problems, please do not hesitate to contact our office by phone or email at servicerequest@scherman.net. Thank you.



1125 15TH STREET, LLC

Memorandum

To: All Tenants – 1125 15th Street, NW

From: Kerianne M. Brown
Property Manager

Re: Bulk Garbage Removal

Date: Monday, May 31, 2004

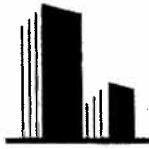
This memo is a reminder to all tenants that bulk trash removal must be called into the main office (202) 296-8366 as a service request or you can e-mail your request to servicerequest@scherman.net. Our employees will remove from your suite any bulk trash you may have. *Please be advised that this is a billable item and you will be charged according to how much bulk trash is removed.*

Please do not leave your trash out in the floor lobby or egress hallways.

Thank you for your time and attention to this matter. If you have any questions, please feel free to call me at (202) 296-8366.

SERV: 1125 Tenant Handbook
1125 #9 Bulk Garbage Removal

1120 Vermont Avenue, N.W.
Suite 900
Washington, D.C. 20005
Telephone: (202) 296-8366
Fax: (202) 835-8360



1125 15TH STREET, LLC

MEMORANDUM

To: All Tenants of 1125 15th Street, NW

From: Kerianne M. Brown
Property Manager

Re: Space Heaters and Fans

Date: Monday, May 31, 2004

It is the policy of the building owner that space heaters and/or fans are not to be used within leased areas. The use of space heaters and/or fans is a fire hazard and causes innumerable power outages.

If there is a problem with the heat or cooling in your area, please contact the main office at (202) 296-8366 or servicerequest@scherman.net.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me.

Server: 1125 Tenant Memorandums
1125 #8 Space Heaters and Fans

1120 Vermont Avenue, N.W.
Suite 900
Washington, D.C. 20005
Telephone: (202) 296-8366
Fax: (202) 835-8360